



TOWN OF WARNER

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Select Board: Harry Seidel, Chair
Faith Minton
Michael Smith
Kathleen Frenette, Town Administrator

Select Board Meeting - Work Session

November 1, 2024, 10:00 AM

Lower Meeting Room Warner Town Hall 5 E Main St

I. Open the Meeting and Roll Call

- Chair Seidel called the meeting to order at 10:06 AM
- **Present:** Harry Seidel (Chair), Faith Minton, Michael Smith
- **Also Present:** Kathy Frenette Town Administrator, Judith Newman-Rogers Selectboard Admin Asst

Harry Seidel read the property tax warrant ordering the collection of \$5,076,344.12.

Faith Minton made a motion seconded by Mike Smith to accept the Tax Collector's property tax warrant as presented on November 1, 2024, to collect \$5,076,344.12 in property taxes with interest at 8% for all sums not paid on or before December 11, 2024. The tax rate is \$30.89 (municipal \$9.15 county \$2.66 local education \$17.31 and state education \$1.77). Motion passed unanimously.

Elizabeth Labbe presented an intent to cut on Map 11 Lots 8 and 9. She informed the Select Board that Rick Evans from DRA has offered to meet with the Select Board to discuss logging town owned property. The Select Board suggested dates of November 12th or November 19th.

II. Select Board Business

a. Budget Review

Public Works: Tim Allen presented the Public Works budget. The telephone line item proposed amount should be revised to \$1,200. Paving is proposed to be \$200,000. There was a discussion on the need to increase the paving line item to be proactive. Tim Allen informed the Select Board that meetings and seminars is proposed to increase to \$1,000 because the government regulators for the gravel/sand pit require staff to be trained along with other various safety and training needed for the department. Highway parts increased to \$55,000. Wages will be addressed with COLA. Overtime was reduced to \$40,000. Outside rentals reduced to \$25,000. Part-time wages are proposed to be \$29,400.

Gravel is proposed to be \$50,000 because of the alteration of terrain change, the cost to blast and process the material. Tim Allen explained that it would be spending more now to save more in the future. Ed Mical stated that if there was another flood in Warner, the town would have the material on hand.

The building supervisor part-time wage is proposed to decrease from \$ 31,200 to \$ 25,000 however Tim Allen would like to increase the proposed amount to \$31,200 (no change from last year). Ideally, he would like to make the position full-time. Harry Seidel stated that he does not want to grow government. He spoke about the

1 high taxes and the need to keep spending down. Tim Allen noted that roads, buildings and bridges all need to
2 be maintained. He stressed that the Town has not been keeping up with infrastructure maintenance. The Select
3 Board funded the line item at \$30,000.

4
5 Highway mechanic is proposed to be \$17,948, last year nothing was budgeted but the Town spent \$20,745. Tim
6 Allen stated that Clyde Carson, Finance Director, inserted this line item as a way to track the difference in the
7 two wages. He assumes that this line item is half of the mechanic's wages, and the other half is in the
8 department wages. Tim Allen would like clarification from Clyde on the breakdown. The Select Board agreed
9 to leave the amount as proposed and speak to Clyde.

10
11 Equipment and long-term lease (grader). Tim Allen stated that he should have been more proactive and rolled
12 over the grader before the lease expired. He stated that there needs to be a discussion on what to do, keep it or
13 trade it. He spoke about the recent transmission repair of \$48,000.

14
15 Highway Building maintenance is proposed to be \$7,500. Tim Allen spoke about the air exchange system in the
16 highway building and the need for maintenance on the system. Harry Seidel questioned maintenance verses
17 replacement. Tim Allen explained that replacing the system is cost prohibitive.

18
19 Guardrails: there was a discussion about creating a Capital Improvement Plan (CIP) for guardrail projects.

20
21 Solid Waste part-time wages is proposed to be \$58,500. Tim Allen stated that he increased it to \$67,000, he
22 explained that the facility does not have adequate manpower. He explained that working in conjunction with
23 the other divisions of Public Works, an additional employee would give the ability to have the employee work
24 in multiple positions. He spoke about a soon to be vacant position. Faith Minton acknowledged the need for
25 cross-over positions. Tim Allen stressed the need for a full-time position, the transfer station needs someone
26 trained who can operate the equipment. He reiterated that what is needed most is manpower. The Select Board
27 agreed to increase the line item to \$67,000.

28
29 Transfer Station hazardous waste disposal: there was a discussion about increasing this from every other year to
30 once a year. Harry Seidel does not support funding the line item if it is not going to be used this year. Kathy
31 suggested coordinating with another town. The Select Board agreed to fund the line item at \$1,000.

32
33 Transfer Station demo tipping fees is proposed to be \$10,000 but needs to be increased to \$12,500. Transfer
34 Station transportation proposed amount needs to be revised from \$46,000 to \$51,000. Transfer Station
35 electricity costs decreased from last year by 12%. The Select Board agreed on \$7,000.

36
37 Transfer Station full-time wages is proposed to be \$62,400. The discussion regarding the part-time / position
38 sharing resumed. Tim Allen explained that Clyde wanted two separate budget line items to allow the person
39 working in different divisions to be tracked. Harry Seidel stated the person is really a full-time employee who
40 works in several different divisions. He questioned if the full-time wages should reflect the position sharing
41 employee wages. The Select Board discussed the need for another full-time employee. Harry Seidel would
42 prefer to start with a part-time position. Kathy Frenette stressed the need for a full-time employee. She advised
43 the Select Board that the Town is not in a good position being understaffed. Mike Smith agreed. He supports a

1 full-time position versus several part-time employees. He stated that he would like to add \$40,000 for a full-
2 time employee. The Select Board agreed to increase the full-time wages line item to \$100,000 and no change to
3 the part-time wage line item. Kathy Frenette spoke about the issue of safety at the transfer station, more
4 manpower will help.

5
6 The Transfer Station wheelabrator is proposed to be \$84,900 (4% increase). Tim Allen informed the Select
7 Board that the amount is actually suggested to be increased to \$88,000. He stated there is a chance that it could
8 go up 8-10%. The Select Board agreed to increase the line item to \$88,000. Transfer Station uniform line item
9 was increased to \$500. Transfer Station improvements and ground maintenance is proposed to be increased to
10 \$3,000 to repair the chain link fence, block wall repairs etc... The Select Board agreed on the increase to
11 \$4,000. Transfer Station heat: the Select Board agreed to budget \$3,500.

12
13 *The Select Board took a recess at 1:16 PM and returned at 1:30 PM.*

14
15 Emergency Management budget was presented by Ed Mical. The Director's stipend is proposed to be \$4,000,
16 no change from last year. Harry Seidel views the emergency management stipend as compensation for the
17 critical aspect of emergency management. He stated that emergency management is public safety function in
18 Town. Faith Minton agreed. Ed Mical informed the Select Board that he typically puts in 12-15 hours a week.
19 Mike Smith stated the stipend does not come close to covering the amount of time Ed Mical puts in.

20
21 Outside professional services is proposed to be \$500 as a place holder. Ed Mical suggested reducing office
22 supplies to \$2,000. Mileage is proposed to be \$500. Ed Mical explained that the funding would be used for the
23 meetings and training that he attends. He further noted that the funding is for any unknown emergency disaster
24 that would require him to travel. Grants line item is proposed to be \$500. Kathy Frenette stated the \$500
25 represents the expenditure spent to secure the grant. The grant money received is reflected in the revenue
26 budget.

27
28 The Legal Expenses budget was reviewed. The year to date is \$27,623, \$2,623 higher than what was budgeted.
29 Harry Seidel stated the proposed budget is \$30,000, he questioned if that amount is sufficient. The Select Board
30 agreed to keep the amount as proposed. There was a discussion on steps that can be taken in an effort to be
31 proactive and keep costs down.

32
33 Kathy Frenette informed the Select Board that the benefits section of the proposed budget is still in the process
34 of gathering information. She informed the Select Board that she is waiting to hear back from School Care, and
35 she is asking for an extension with Healthtrust.

36
37 Planning / Land Use Budget was reviewed. The Select Board discussed the need to increase the salary for the
38 Land Use Coordinator position. Kathy Frenette stated that she needs another week to cultivate potential
39 candidates. She questioned the outside professional services amount. The Select Board agreed to increase the
40 amount by \$1,000. Legal Expenses year to date are \$7,266, \$2,266 over budget. The Select Board agreed to
41 budget the amount of \$7,000.

42 Harry Seidel spoke about the Housing Champion program. He will look into it and get the information to the
43 Select Board. Registry of Deeds and the Printing line items should be increased to actually reflect the

1 department's costs. The Select Board increased the printing line item to \$400. Land Use Postage; there was a
2 discussion about the need to accurately budget for postage. Kathy explained that currently all postage gets
3 lumped into the Select Board budget. She stated that she would like a postage machine that allows departments
4 to have their own accounts and that will allow the budget to accurately reflect the postage needs of each
5 department. The Select Board agreed to increase the Land Use postage to \$1,000. Land Use tax maps is an
6 assessing expenditure and has been moved to the assessing department budget. Land Use advertising increased
7 to \$700.

8
9 **III. Public Comment**

10 None

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12 **IV. Select Board Unanticipated Business**

13 Harry Seidel informed the Select Board that the Town has received two additional Right to Know requests.

14
15 **V. Non-public Session (If needed, RSA 91-A:3 II (a,b,c,d,e,f,g,h,I,j,k,l))**

16 None

17
18 **VI. Adjournment**

19 **Faith Minton made a motion seconded by Mike Smith to adjourn the meeting. Motion passed**
20 **unanimously.**

21
22 The meeting adjourned at 2:40 PM.

23
24 Respectfully submitted by
25 Tracy Doherty
26 Edits – Judith Newman-Rogers
27 Selectboard Admin Asst
28